

REALTOR DEDUCTIONS

Client: _____

ID# _____ Tax Year _____

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

| Sales | |
|-----------------------|--|
| Advertising | |
| Appraisal Fees | |
| Business cards | |
| Bank charges | |
| Clerical | |
| Client Gifts | |
| Courier Service | |
| Fees: | |
| Commissions Paid | |
| Escrow/Loan Fees | |
| Referrals | |
| Film/Processing | |
| Flowers/Cards | |
| Keys/Locksmith | |
| Lock Boxes | |
| Map Books | |
| Office Expense | |
| Open House | |
| Rent | |
| Sales Assistants | |
| Repairs | |
| Signs, Flags, Banners | |
| Food | |
| Software | |
| Photocopying | |
| Printing | |
| Tools | |
| Stationery | |
| Other _____ | |
| Other _____ | |
| Total | |

| Professional | |
|------------------|--|
| Dues | |
| E & O Insurance | |
| Legal Fees | |
| Licenses | |
| Memberships | |
| Multiple Listing | |
| Publications | |

| Professional | |
|---------------|--|
| Seminars | |
| Continuing Ed | |
| Resumes | |
| Other _____ | |
| Other _____ | |
| Total | |

| Telephone | |
|-------------------|--|
| Long Distance | |
| Faxes | |
| Pay phone | |
| Cellular | |
| 2nd Line | |
| Beeper/Pager | |
| Answering Service | |
| Other _____ | |
| Other _____ | |
| Total | |

| Equipment | |
|----------------|--|
| Attache Case | |
| Calculator | |
| Desk | |
| Camera | |
| Chair | |
| Filing Cabinet | |
| Cell Phone | |
| Tape Recorder | |
| Telephone | |
| Other _____ | |
| Other _____ | |
| Total | |

Vehicle & Travel
See Vehicle, Travel & Entertainment Worksheet

| Other Information | |
|-------------------|--|
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Prepared By:

Kevin Lewis
908 Kumukoa St.
Hilo HI 96720
Tel: (808) 934-0144